



**INTERTRIBAL COURT OF SOUTHERN CALIFORNIA**

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**POSITION ANNOUNCEMENT**

**LEAD COURT CLERK**

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in a lead court clerk position. The Court currently serves 18 tribal governments, principally in San Diego and Riverside Counties, and is based on the Rincon Indian Reservation in northeast San Diego County. The Court's caseload includes child dependency, civil litigation, law enforcement citations, tort claims, and protective orders among other matters.

Duties

The lead court clerk serves in a dynamic court environment regularly attending judicial proceedings and, under the supervision of the chief judge, has primary responsibility for all court clerk duties including drafting court documents and managing court filings as well as the judicial calendar.

Qualifications

Candidates should have at least two (2) years of experience as a court clerk in state, federal, or tribal systems or have served as a paralegal or legal assistant with a law firm or government agency. Equivalent experience will be considered. The successful applicant will receive training on Court procedures as well as continuing guidance from senior Court staff.

Skills

The Court is seeking an individual with a strong work ethic who can communicate effectively, both orally and in writing, and work efficiently with a high-volume caseload. The lead court clerk must be able to maintain strong relationships with colleagues, judges, attorneys, tribal representatives, and the public.

Additional Information

This is a full-time salaried position. The starting salary is \$66,560.00 per year plus benefits: employer-sponsored health care, paid time off, and 401(k) contributions.

Applications

To apply, submit a cover letter and résumé to Director of Administration and Human Resources Maria Maciel at [mmaciel@intertribalcourt.org](mailto:mmaciel@intertribalcourt.org). This position is open until filled.